

CALIFORNIA OFFICE OF HISTORIC PRESERVATION
2014 GOVERNOR'S HISTORIC PRESERVATION AWARDS

NOMINATION FORM FOR PROJECTS

Refer to the Nomination Checklist on page 3 for other materials to submit with your nomination.

Nominations must be postmarked (or hand-delivered) on or before May 12, 2014.

1. Project Information

Project Name _____

Project Address _____

Legislative Districts (Congress, State Assembly and Senate) _____

2. Suggested Award Recipient(s) *

For each, include organization name (if applicable), contact person name, phone number, mailing address, and email address (attach additional pages as needed)

1. _____

2. _____

3. _____

4. _____

*Note: Nominations of firms or companies must clearly demonstrate involvement beyond contractual scope. Nominations of public agencies must clearly demonstrate how the reason(s) for nomination is distinguished from those projects or activities that would normally fall within the agency's mandate to execute.

3. Nominator Information

Name _____

Address _____

Phone _____ Email _____

4. Materials Release

I understand and agree that all materials submitted in this nomination packet, including all photographs and videos, will become the property of the Office of Historic Preservation and entitles the OHP to copy, reproduce, use, and publish the materials in promoting the awards program, or historic preservation in general.

Signature

Date

Submit nomination by mail, or hand-deliver, on or before May 12, 2014, to:

California Office of Historic Preservation
Attention: Governor's Awards Program
1725 23rd Street, Suite 100, Sacramento CA 95816-7100

NOMINATION CHECKLIST

All materials must be received or postmarked by the submission due date and materials other than photographs may be submitted as hard copy or on a disc (photographs must be on a disc). A complete nomination packet must include:

- ☐ A completed Nomination Form (signature required in Section 3—scans of forms after signing are acceptable)
- ☐ A Summary Statement (150 words maximum) giving a brief verbal snapshot of the nomination
- ☐ A Narrative Statement (2,000 words maximum) that discusses:
 - ☐ The history and significance of the historical resources involved in the project;
 - ☐ The community's involvement in the project;
 - ☐ The project's impact on or benefit to the community;
 - ☐ The specific set(s) of treatment standards used for the project and how they were met;
 - ☐ The conditions and challenges posed by the project;
 - ☐ The funding involved in the project and its sources;
 - ☐ The project team and each individual or organization's contributions to the project.
- ☐ Photographs - Include six or more high quality photographs with descriptive information in a separate document. Photos must be in TIFF or JPEG format and must be at least 1,500 pixels on their longest edge (3" x 5" at 300 dpi/ppi). Prints of images are not acceptable, nor are photographs inserted or embedded in other file formats such as Word documents, PDFs, and PowerPoint presentations. Photograph files must be submitted on disc.
- ☐ A letter certifying that the nominated project is not involved in any preservation-related violations, lawsuits or complaints.
- ☐ Supporting Documentation may be of any length and may include:
 - For building projects: Photographs, plans, and other documentation sufficient to illustrate the property before and after the nominated activity.
 - Letters of support for the project.
 - Video footage documenting an event or activity or highlighting features of a building rehabilitation or reuse, research project, or interpretation of a building, artifact, or historic or prehistoric archaeological resource are also encouraged.
 - For interpretive/educational projects: A copy of the material, such as a book, brochure, DVD/CD, website links, or photographs of exhibits or activities.
 - Copies of other materials, such as news clippings or other commendations that support the case for noteworthiness of the project or activity.